

# Quotation Request //

## US Government Publishing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:428-283 R-1**

**Quotations are Due By:**  
**(Eastern Time)3:00 PM on 03/08/2024**

**Submit Quotes Online, unless otherwise instructed, via: <https://contractorconnection.gpo.gov/openjobs.aspx>  
Contractor must provide mandatory W-9 form before GPO makes payment.**

---

**TITLE:** CVC Multi-Brochures

**QUANTITY:** 269144 Total folded Brochures, PLUS One set of Digital Deliverables (PDF & Native) AND 50 QARCs. Breakdown below.

R-1: Delivery date, Paper.

**IMMEDIATELY UPON AWARD:** Send two (2) blank folded samples of the paper utilized in these specifications via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: GPO Platform, Mr. Robinson), Marked for Re-Distribution to U.S. Capitol Visitor Center, SVC-101, Attn: Monica Servaites, 202-593-1899.

Blank paper samples will be withheld not more than 2 workdays from receipt in GPO until they are made available for pickup by the contractor. Contractor must not order any paper or proceed to production until paper is approved by the agency. Contractor may begin with the proofs upon award.

**NOTE:** PSI, Travel expenses, and per diem allowances to be incurred by the Government for press sheet inspection will be a factor in determining award. This will be based on sending one (1) Government representative from the Washington, D.C., area for two (2) calendar days.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to APS DC Team (Tim Sankey) on 202-512-0488 or email [tsankey@gpo.gov](mailto:tsankey@gpo.gov).

**TRIM SIZE:** SEE BELOW - score on all folds, title panel to face out on all. Follow folding samples provided upon award.

### US CAPITOL VISITOR GUIDE (ENGLISH)

Item 1 (175,012): 28 x 9" flat, accordion folded to 4 x 9". (7 panels) - \$195/m (add'tl rate)

### INTERNATIONAL US CAPITOL VISITOR GUIDES

Item 2 (20,012): Chinese: 28 x 9" flat, accordion folded to 4 x 9" (7 panels)- \$195/m (add'tl rate)

Item 3 (15,012): French: 32 x 9" flat, accordion folded to 4 x 9" (8 panels)- \$232/m (add'tl rate)

Item 4 (10,012): German: 36 x 9" flat, accordion folded to 4 x 9" (9 panels)- \$313/m (add'tl rate)

Item 5 (5,012): Japanese: 28 x 9" flat, accordion folded to 4 x 9" (7 panels)- \$195/m (add'tl rate)

Item 6: (10,012): Korean: 28 x 9" flat, accordion folded to 4 x 9" (7 panels)- \$195/m (add'tl rate)

Item 7: (12,012): Spanish: 32 x 9" flat, accordion folded to 4 x 9" (8 panels)- \$232/m (add'tl rate)

## INTERNATIONAL CAPITOL AND CONGRESS

Item 8 (4,012): French: 20 x 9" flat, accordion folded to 4 x 9" (5 panels)- \$237/m (add'tl rate)

Item 9 (7,012): German: 20 x 9" flat, accordion folded to 4 x 9" (5 panels)- \$237/m (add'tl rate)

Item 10 (2,012): Japanese: 20 x 9" flat, accordion folded to 4 x 9" (5 panels)- \$237/m (add'tl rate)

Item 11 (5,012): Chinese: 20 x 9" flat, accordion folded to 4 x 9" (5 panels)- \$237/m (add'tl rate)

Item 12 (4,012): Spanish: 20 x 9" flat, accordion folded to 4 x 9" (5 panels)- \$237/m (add'tl rate)

**FORM NO:** CVC-24-023

**PAGES:** 2

### **SCHEDULE:**

Furnished Material will be available for pickup by 03/12/2024

Deliver complete (to arrive at destination) by 04/17/2024

F.O.B. destination

**QUALITY LEVEL:** 1 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

### **DESCRIPTION:**

All requirements of these specifications apply equally to all items unless otherwise indicated herein.

**PRINTING:** Items 1-7: Brochures print face and back with type/rule matter and illustrations in four-color process plus Pantone 463 (Brown) & Pantone 1807 (Red) with some type reversing out to appear to white. Some imaging printing to and across the folds (crossovers). Bleeds all sides. After printing, spot gloss varnish coating on all images. Front of panel 1 will be flood varnish coated (see marked up sample provided upon award) and follow varnish guide (also provided upon award), Contractor to make flood and spot varnish plates.

Items 8-12: Brochures print face and back with type/rule matter, solids, screens, and small color images on each panel in four-color process plus Pantone 463 (Brown) and Pantone 131 (Tan). Panel 1 prints a full color image to the fold. Bleeds 3 sides. Panel 5 (back) prints 5 small images and bleeds all sides. After printing, spot gloss varnish coating on all images. Front of panel 1 and back of panel 5 will be flood varnish coated (see marked up sample provided upon award) and follow varnish guide (also provided upon award), Contractor to make flood and spot varnish plates.

**ARTWORK:** The following edits/artwork are required by the contractor and must be included in bid price:

- Extend/adjust bleeds as needed.
- Contractor responsible for all trapping and varnish files.
- Two (2) in-house edits required on each of the Visitor Guides (English) and on all 6 of the International Visitor Guides - 14 edits total.
- Change the small CVC codes on back to "CVC-24-023" and replace QR code with one supplied by GPO.

**PRESS SHEET INSPECTION:** Final makeready press sheets will be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued January 2015. **NOTE:** A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press' ink rollers. The control bars must show areas consisting of 1/8 x 1/8" minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

Viewing Light: Press sheets will be viewed under controlled conditions with 5000 degrees Kelvin overhead luminaries. The viewing conditions must conform to ISO 3664-2009; a viewing booth under controlled conditions with 5000 degrees Kelvin overhead luminaries with neutral gray surroundings must be provided.

The contractor must notify the GPO of the date and time the press sheet inspection can be performed. In order for proper arrangements to be made, notification must be given at least 60 workday hours prior to the inspection. Notify the U.S. Government Publishing Office, Contract Management Division, Quality Control for Published Products Section (CSPS), Washington, DC 20401, on telephone area code (202) 512-1162. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time.

Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 1-18)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection. NOTE: Cover and text to be viewed during the same session.

NOTE: Must be printed on a press capable of printing six colors in a single pass through the press (minimum six printing units).

DIGITAL DELIVERABLE: The contractor shall make all revisions to the electronic files. Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy. Upon completion of the order, the contractor must furnish by email (See Distribution herein) one set of final production native application files and final production PDF files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, Postscript files, Adobe Acrobat, Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government.

**MATERIAL FURNISHED:** Contractor to receive. Via email after award  
One (1) Purchase Order

One (1) DVD created on MAC operating system (CC) utilizing Adobe InDesign CC2022; Illustrator CC2022; Photoshop CC2022. Files supplied in native format; fonts/bleeds supplied. Contractor to create windows/plates for spot varnish. Upon award contractor to provide prepaid shipping label to tsankey@gpo.gov.

One (1) set of color lasers.

One (1) visual sample for folding construction only.

\*Contractor must provide a prepaid shipping label for pickup from zip 90640 for the above DVD, color lasers, and sample.

GPO Form 952 Desktop Publishing - Disk Information  
GPO Form 892 (R. 12/17) Proofs

GPO Form 2678 (departmental random copies-blue label).  
GPO Form 917 (Certificate of Selection).  
GPO Form 915 (Business Reply Label).  
GPO Form 2686 QARC Random copies sampling & shipping instructions.

Contractor to download the "Labeling and Marking Specifications" form (GPO Form 905, R. 7-15) from gpo.gov, fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator.

The contractor shall create or change any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level. Minimum 200 line screens required.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order JCP Code\* A262, White, No. 2 Silk / Dull-Coated Text, Basis Size 25 X 38" Basis Weight 80 lbs.

NOTE: Grain short, must align on 9" dimension.

**COLOR OF INK:**

See "DESCRIPTION" herein.

**PRINT PAGE:** Head to Head

**MARGINS:**

Inadequate gripper, follow electronic file. Bleeds all sides.

**PROOFS:**

E-MAIL PROOFS (indicate margins): CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN "OK TO PRINT". One set of E-Mailed Electronic Page Proofs of all brochures and carton labels.

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

E-Mailed proofs (marked with Jacket/Req. Number plus return name and E-Mail address) directly to the Agency at monica.servaites@aoc.gov, sforster@gpo.gov, and tsankey@gpo.gov. Contractor must call GPO Contract Compliance Section at (202) 512-0520 immediately upon E-Mailing proofs and immediately upon receiving the returned proofs (or OK E-Mail) back from the Department. Proofs will be withheld not more than (3) workdays from receipt at the Department to receipt in the contractor's plant.

**AFTER PDF PROOF APPROVAL:**

One (1) set of digital color content proofs for all items and the carton label. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product.

One (1) set for all items of digital one-piece composite laminated halftone proofs on the actual production

stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi.

At contractor's option, one set(s) of all items of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted in lieu of digital one-piece composite laminated halftone proofs. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 2016 and future amendments) must be utilized. Proofs must be ripped and sent at plate resolution (minimum of 2400 x 2400 dpi). If using a 1 bit tiff, the tiff must be made at a minimum of 2400 dpi. Output must be a minimum of 2400 x 1200 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain both of the following to be evaluated for accuracy: 3-tier color control strip: IDEAlliance ISO 12647-7 2013(i1), and the GPO Resolution target found [www.gpo.gov/gporestarget.pdf](http://www.gpo.gov/gporestarget.pdf). NOTE: At any point during the term of this contract, if a contractor chooses this proof option, prior evaluation and approval of this proofing method must be provided by GPO, Quality Control for Published Products, to ensure that the final product will be produced in accordance with contract specification's. See instructions at:

<https://www.gpo.gov/docs/default-source/forms-and-standards-files-for-vendors/qlsamples6f200c30b44a64308413ff00001d133d-3.pdf>

Failure to obtain this evaluation and approval may be cause for the job to be rejected should the final product not match the proofs for color.

Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8" x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four process colors. If producing Inkjet proofs, Pantone colors must be simulated on proofs and must be proofed separately on a digital color content, overlay, or inkjet proof.

Contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

Spot varnish may be shown as either a digital content proof or as an overlay on the one-piece laminated proofs.

Send proofs together with the furnished media (copy, electronic files) via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: GPO Platform, Mr. Robinson), Marked for Re-Distribution to U.S. Capitol Visitor Center, SVC-101, Attn: Monica Servaites, 202-593-1899. Contractor must fill in the furnished preaddressed label (GPO Form 892c) and use on all proof packages. Proofs will be withheld not more than 5 workdays from receipt in GPO until they are made

available for pickup by the contractor. CONTRACTOR MUST NOT PRIOR TO RECEIVING AN "OK TO PRINT".

Contractor must call GPO Contract Compliance Section at (202) 512-0520 or email [compliance@gpo.gov](mailto:compliance@gpo.gov) immediately upon sending/delivering proofs and immediately upon notification that the proofs are available for pickup at the department.

Contractor must also notify the ordering agency/GPO with tracking information on the same day that the proof ships/delivers via e-mail sent to [monica.servaites@aoc.gov](mailto:monica.servaites@aoc.gov), [sforster@gpo.gov](mailto:sforster@gpo.gov), and [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "PROOF Notice for Jacket 428-283, Requisition VO240015".

Proofs will be withheld not more than 5 workdays from receipt in the department to when they are made available for pickup at the department.

Contractor to furnish a pre-paid shipping label or number, for return of Proofs. Please provide contact information (name & phone number).

**BINDING:**

Score and fold per "TRIM SIZE" herein.

**PACKING:**

Shrink wrap items separately in units of 50 copies, insert suitable strength chipboard backing to prevent damage during shipping, face up, and visible through shrink wrap. Pack each item separately and suitably in cartons and shipping containers to ensure books are not damaged during shipment. NTE 40 lbs/carton.

Each Item must be separated by skid or be easily identifiable on the skid and have a different color carton label for easy differentiation of the brochure by title.

**NOTE: MARK ALL CARTONS WITH THE FOLLOWING INFORMATION:**

Each Version Should Be Packed Separate and Marked Accordingly.

DEPARTMENT: Architect of the Capitol

JOB TITLE: CVC Multi-Brochures

VERSION (ITEM): \_\_\_\_\_

REQUISITION: VO240015

JACKET NO.: 428-283

QUANTITY: \_\_\_\_\_

NUMBER OF BOXES: EX. Box 1 of 4, Box 2 of 4...

(at bottom of Carton label):

ATTENTION: CENTRAL RECEIVING

**DISTRIBUTION:**

NOTE: 24-HOUR ADVANCE NOTICE REQUIRED PRIOR TO ALL DELIVERIES OF ENTIRE PRODUCTION QUANTITY AND EACH LOCATION; CONTACT [sforster@gpo.gov](mailto:sforster@gpo.gov), 202-512-2051.

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [monica.servaites@aoc.gov](mailto:monica.servaites@aoc.gov), [sforster@gpo.gov](mailto:sforster@gpo.gov), and [tsankey@gpo.gov](mailto:tsankey@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 428-283, Requisition VO240015". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

Deliver 269,000 total copies (including various quantities of Departmental Random "Blue Label" Copies as specified in next paragraph below) via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: GPO Platform, Mr. Robinson), Marked for Re-Distribution, Off-site Delivery Center Inspection, 4700 Sheppard Parkway, SW, Washington, DC 20032, Operating Mon. thru Fri. 4:30am-3:00pm. Senate Warehouse, Landover, MD Attn: Brandon Blankenship, 202-224-6783, brandon\_blankenship@saa.senate.gov or Gary Adams, 202-224-5770, gary\_adams@saa.senate.gov.

Various Quantities of Blue Label copies are included in the 269,000 quantity and shall be filled as follows: Deliver all GFM and 200 departmental random blue label copies of Item 1, 125 of Items 2, 3, 4, 6 and 7, 80 of Items 5, 8, 9, 11, and 12, and 50 of Item 10 via traceable means to: U.S. Government Publishing Office, 44 H Street, NW, Washington, DC 20401 (Attn: GPO Platform, Mr. Robinson), Marked for Re-Distribution to U.S. Capitol Visitor Center, SVC-101, Attn: Monica Servaites, 202-593-1899.

Note: For the "Blue Label" Copies -- A copy of the Government furnished certificate (GPO Form 917) must accompany the voucher sent to GPO, Financial Management Service, for payment. Failure to furnish the certificate may result in delay in processing the voucher. NOTE: Form is also available at <https://www.gpo.gov/pdfs/vendors/sfas/Form917.pdf>

Deliver 120 copies (consisting of 10 of each item) via traceable means to: U.S. Government Printing Office, 44 H Street, NW, Central Receiving, Washington, DC 20401, Attn: Shirley Forster, 202-512-2051, in Congressional Publishing.

Deliver one (1) copy of each item via traceable means to: BAC (C+I) 1523-01, U.S. Government Publishing Office, Federal Depository Library Program, Mail Stop: FDLP, 44 H Street, NW, Loading Dock, Washington, DC 20401, Marked: Item No. 1100-D

Deliver one (1) copy of each item via traceable means to: BAC (By-Law) 1525-01, Library of Congress, U.S./Anglo Division, U.S. Government Documents Section, 101 Independence Ave., SE, Stop 4276, Washington, DC 20540-4276. NOTE: All shipments to this destination must be via FedEx, UPS or United States Postal Service (USPS)., Marked "Depository File Copies".

Deliver Digital Deliverable via traceable means by email to: monica.servaites@aoc.gov, sforster@gpo.gov, and tsankey@gpo.gov. Alternatively, file may be uploaded to gpo.filesharing.gov site for retrieval by GPO and agency.

All expenses incidental to returning materials, submitting/returning proofs, and furnishing samples must be borne by the contractor.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	Specified Standard/Alternate Standard
-----------	---------------------------------------

P-7. Type Quality and Uniformity	OK Press Sheets/OK Proofs
P-8. Halftone Match (Single and Double Impression)	OK Press Sheets/OK Proofs
P-9. Solid and Screen Tint Color Match	OK Press Sheets/OK Pantone Matching System
P-10. Process Color Match	OK Press Sheets/OK Proofs

\*Special Instructions: In the event that inspection of press sheets is waived by the Government, the listed alternate standards (in order of precedence) shall become the Specified Standards.

**QUALITY ASSURANCE RANDOM COPIES:** The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Jacket and Purchase Order numbers, must be furnished with billing as evidence of mailing.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/vendors/how-to-get-paid>.

**Attachment(s):** NONE